
April 19, 2005

WEST VIRGINIA BULLETIN NO: WV120-5-4

SUBJECT: ADS – Ordering Office Supplies

Purpose: To inform employees of immediate procedure for ordering office supplies & color printer cartridges.

Expiration Date: This bulletin expires September 30, 2005.

Due to the restricted supply budget, **effective immediately**, all supplies that need ordered must be approved by the State Administrative Officer. All requests must go through the appropriate channels and then sent to the SAO for approval. The approved supply orders will be forwarded to Judy Topalanchik, Purchasing Agent for ordering. This also includes orders for color copier cartridges. Supply orders that are not approved will be returned.

We started the fiscal year with approximately \$100,000 in our supply budget. To date, we have spent approximately \$77,000, leaving a balance of \$23,000 to cover supplies for the remainder of the fiscal year.

We are **strongly encouraging everyone** to use the black ink printers instead of the color printers to cut down on the use of color cartridges which are quite expensive. We would suggest using the “gray scale” and economy printing options. Use the color printer only for the final product, such as conservation plan maps.

If you have questions, please contact Charlotte Wertz, State Administrative Officer at (304) 284-7551.

Your immediate attention to this issue would be very much appreciated.

/s/

RONALD L. HILLIARD
Acting State Conservationist

DIST: E